

15<sup>th</sup> October 2018

Free for your benefit.

Week 42

# South Kerry Local Employment Services

## Head Office



### Cahersiveen

West Main St

Cahersiveen

Tel:0669473068

## Killarney Office

37A High St

2nd Floor

Killarney

Co. Kerry

Tel:0646636966

## Killorglin Office

Library Place

Killorglin

Co. Kerry

Tel:0669762444

## Kenmare Office

21 Henry St.

First Floor

Kenmare

Co. Kerry

Tel:06466641930

**Call into your local office for a free, friendly & confidential service**

✓ **Job Searching**

✓ **Career Guidance**

✓ **Information Service**

✓ **Education & Training**

**Our offices are open from Monday to Friday**

**9:00 – 17:00 (Except lunchtime)**

## Killarney Jobs Club

✓ **Curriculum Vitae (C.V s)**

✓ **Cover Letters**

✓ **Jobs Club Training**

**37A High Street, 2<sup>nd</sup> Floor, Killarney.**

**Tel: 064 – 663 7833**



### PAYROLL /HR ADMINISTRATOR

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**Employer:** Profile Developments  
**Location:** Glin, Co. Limerick  
**Requirements:** Experience in payroll or HR administration required. Monitoring and updating of time and attendance systems. Setting up new employees, Induction, Payroll, training H&S etc. Produce weekly production rosters in conjunction with production supervisors. Provide all information required by Payroll.  
**How to Apply:** Application by CV only to [personnel@profiledevelopments.com](mailto:personnel@profiledevelopments.com)

### SALES OFFICE ASSISTANT - PERMANENT

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**Employer:** Profile Developments  
**Location:** Glin, Co. Limerick  
**Requirements:** Work with busy manufacturing office where team work is essential. Dealing with order entry, customer queries, phone, Fax and online ordering system. Previous experience in similar environment would be an advantage.  
**How to Apply:** Application by CV only to [personnel@profiledevelopments.com](mailto:personnel@profiledevelopments.com)

### ACCOUNTS ASSISTANT – JOB SHARE 18.75 HRS

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**Employer:** St. Mary's CBS the Green  
**Location:** Dan Spring Road, Tralee  
**Requirements:** Excellent communication and computer skills. Microsoft Excel essential. Experience with SAGE 50 and experience in processing payroll including BIK and contributions. Experience in the preparation of VAT returns, VAT reconciliations etc. Assist in preparation of month end accounts.  
**How to Apply:** Application in writing (3 copies) to the Principal, St Mary's CBS the Green, Dan Spring Road, Tralee  
**Closing date:** 22<sup>nd</sup> October 1.00pm

### HR/PAYROLL ADMINISTRATOR

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**Employer:** Oaklands Nursing Home  
**Location:** Derry, Listowel, Co. Kerry  
**Requirements:** All HR functions ie. Recruitment and administration. Recruitment advertising and organising publication. Preparation of letters of offer and contracts. Additional duties as required. Assisting orientation and training as required.  
**How to Apply:** CV to [Michael@oaklandssnh.ie](mailto:Michael@oaklandssnh.ie)

### ACCOUNTS / OFFICE ADMINISTRATOR

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**Employer:** Irish Health Foods Operative  
**Location:** Unit 12, Ballyvourney Industrial Est, Ballyvourney , Co. Cork.  
**Requirements:** Previous accounts experience an advantage. Proficient in Excel and Microsoft office programmes. Good attention to detail.  
**How to Apply:** Forward CV with references to [jobs@iihealthfoods.com](mailto:jobs@iihealthfoods.com)

## RECEPTIONISH – PART TIME

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**Employer:** Ballygarry House Hotel & Spa  
**Location:** Tralee, Co. Kerry  
**Requirements:** The ideal candidate must have a warm & welcoming personality, have excellent communication skills, customer service skills and a high standard of personal presentation. This position requires a high level of customer care and attention to detail. Previous hotel receptionist experience is essential. Have at least 1 years' experience.  
**How to Apply:** CV to: [hr@ballygarryhouse.com](mailto:hr@ballygarryhouse.com)

## DEPUTY MANAGER – PERMANENT / Full-time 39hrs per week

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**Employer:** Kerry Parents & Friends  
**Location:** Rathmore Services  
**Requirements:** Experienced and passionate health / social care professionals or equivalent. Role involves leadership, management and development of services supporting adults with an Intellectual Disability. A relevant recognised Health/Nursing or Social Care Qualification or equivalent. At least 3 years' experience in a management capacity including management of staff and volunteers. Full drivers licence with access to a care insured for business purposes. Management qualification desirable  
**How to Apply:** Contact HR Department by phone for an application form on 064 6632742  
**Closing date:** Completed application in by 5.00pm on Wednesday the 24<sup>th</sup> October 2018

## PHARMACIST – FULL TIME/ PART-TIME

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**Location:** Listowel Pharmacy  
**Requirements:** Start date January 2019  
**How to Apply:** Apply to Box No. TR671C, The Kerryman, 9/10 Denny St. Tralee.

## ASSISTANT LECTURER – CRITICAL AND CONTEXTUAL STUDIES

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**Employer:** Institute of Technology  
**Location:** Tralee, Co. Kerry  
**How to Apply:** All application to be made online at [www.ittralee.ie](http://www.ittralee.ie) . Phone: 066 7145613. Email: [humanresources@ittralee.ie](mailto:humanresources@ittralee.ie)  
**Closing date:** 12.00 noon on Friday the 19<sup>th</sup> October 2018

## RESERVATIONS & REVENUE MANAGER

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**Employer:** Manor West Hotel  
**Location:** Tralee, Co. Kerry  
**Requirements:** The ideal candidate should possess a minimum of 2 years' experience in a similar role in a comparable property with excellent knowledge of Hotsoft, Siteminder and OTA's. The ideal candidate should perform well under pressure and possess excellent custom services and communication skills.  
**How to Apply:** Full job description is available for this role. Apply with cover letter explaining your suitability for the role with CV to : Ruth O'Sullivan, Group General Manager – [rosullivan@manorwesthotel.ie](mailto:rosullivan@manorwesthotel.ie)

## CHILDCARE / HEALTHCARE

### STAFF NURSES

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**Employer:** Kerry Parents & Friends  
**Location:** Killarney Day Services – Specified Purpose Maternity Leave /Full-time 39 hrs  
Listowel Day Services – Specified Purpose Maternity Leave /Full-time 37.5hrs  
Glebe, Castleisland Services – Permanent, Part-time 19.5 hrs  
**Requirements:** Fully registered with the Nursing & Midwifery Board of Ireland. Experience of working in a care delivery capacity, preferably within a disability service. Car owner with a full clean driver licence desirable  
**How to Apply:** Contact HR Department by phone for an application form on 064 6632742  
**Closing date:** Completed application in by 5.00pm on Wednesday the 24<sup>th</sup> October 2018

### SUPPORT WORKER WITH BUS ESCORT DUTIES & SUPPORT WORKERS

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**Employer:** Kerry Parents & Friends  
**Location:** Support Worker with Bus Escort Duties  
Killarney Day Services – Specified Purpose Maternity Leave Cover – Full-time 39 hrs per week  
  
Support Workers:  
Listowel Respite Services – Permanent – Part-time –  
1 X 24hrs per week (day & night duty)  
1 X 20hrs per week (night duty)  
  
Listowel Residential Services:  
1 X 18 hrs per week (night duty)  
1 X 16 hrs per week (night duty)  
**Requirements:** FETAC Level 5 in Healthcare or equivalent qualification. Experience of working in a care delivery capacity, preferably within a disability service. Full drivers licence.  
**How to Apply:** Contact HR Department by phone for an application form on 064 6632742  
**Closing date:** Completed application in by 5.00pm on Wednesday the 24<sup>th</sup> October 2018

### HEALTH CARE ASSISTANTS

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**Employer:** Lystoll Lodge Nursing Home, Listowel, Co. Kerry  
**Location:** Shehenerin, Listowel, Co. Kerry  
**Requirements:** Must have FETAC Level 5 Care of the Elderly  
**How to Apply:** Send CV to [lystoll.lodge@gmail.com](mailto:lystoll.lodge@gmail.com)

### NURSES, MIDWIVES, STUDENT NURSES AND CARE ASSISTANTS

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**Employer:** Nurse on Call  
**Location:** Nationwide.  
**How to Apply:** For more information please call or email your CV to [corkoffice@nurseoncall.ie](mailto:corkoffice@nurseoncall.ie) or call 021 4222830.  
Interview on Wednesday the 7<sup>th</sup> November from 10am – 2.30pm the Brandon Hotel, Tralee

## STUDENT NURSES & FULL TIME AND PART TIME HEALTHCARE ASSISTANTS

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**Employer:** Modern, busy nursing home in North Cork  
**Location:** North Cork  
**Requirements:** Must be studying for a nursing degree, have completed or be working towards completing FETAC level 5 in healthcare support. Fluent spoken and written English is essential.  
**How to Apply:** Please email CV to [chriswoodhr63@gmail.com](mailto:chriswoodhr63@gmail.com) or telephone 029 76771

## CARER - FEMALE

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**Location:** Tralee  
**Details:** Required for private house. Must have suitable carer qualifications.  
**How to Apply:** Please contact Joan on 087 2891215 after 4.00pm weekdays. Any time at weekend

## Construction /Mechanical

## SENIOR QUANTITY SURVEYORS

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**Employer:** John J Casey & Co Chartered Quantity Surveyors & Project managers  
**Location:** Kerry based  
**Requirements:** 4 years + post graduate experience. BSc in Quantity Surveying / MSCSI MRICS (preferably but not mandatory). Working knowledge of Buildsoft / Cubit. Full clean drivers licence.  
Provide pre-contract cost control and advise to clients and design teams.  
Preparing budget estimates and Bills of Quantities  
**How to Apply:** Send CV by post to Niall Healy, John Casey & Co, Maine Street Tralee, Co. Kerry  
**Closing date:** 12.00 noon on Thursday the 25<sup>th</sup> October 2018

## PROJECT MANAGER, SENIOR EXECUTIVE ENGINEERS (ROAD DESIGN), EXECUTIVE QUANTITY SURVEYOR & BUILDING INSPECTOR /CLERK OF WORKS

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**Employer:** Kerry County Council  
**Location:** Kerry  
**Requirements:** Application Forms and Candidate information booklets may be obtained on Kerry County Council web-site [www.kerrycoco.ie](http://www.kerrycoco.ie) or from [www.localgovernmentsjobs.ie](http://www.localgovernmentsjobs.ie)  
**How to Apply:** Refer to the Candidate Information Booklet for details  
**Closing date:** 5.00pm on Thursday the 1<sup>st</sup> November 2018

## GENERAL LABOURER – FULL TIME

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**Employer:** John Riordan Concrete Ltd  
**Location:** Glenbeigh, Co. Kerry  
**Requirements:** The job will involve manual work and operating machinery.

## APPRENTICE CARPENTER

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**Employer:** Jovin Projects  
**Location:** Killarney, Co. Kerry  
**Requirements:** Apprentice Carpenters wanted for variety of work in Killarney and surrounding areas. Roofing, 1st and 2nd fix carpentry.  
**How to Apply:** CV to Jovin Projects, Upper Lissivigeen, Killarney, Co. Kerry.  
Email: [info@jovinprojects.ie](mailto:info@jovinprojects.ie)

## ASSISTANT BUILDINGS OFFICER

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**Employer:** Institute of Technology  
**Location:** Tralee, Co. Kerry  
**How to Apply:** All application to be made online at [www.ittralee.ie](http://www.ittralee.ie) . Phone: 066 7145613.  
Email: [humanresources@ittralee.ie](mailto:humanresources@ittralee.ie)  
**Closing date:** 12.00 noon on Friday the 19<sup>th</sup> October 2018

## SALES

## SALES CONSULTANTS – FULL & PART TIME

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**Employer:** Mc Elligotts, Castleisland, Co. Kerry  
**Location:** Killarney  
**Requirements:** Excellent communication skills with an ability to build rapport with people. Maintain the standards of the showroom. Proven 2 years sales experience in a similar roll. Well presented, suitable for a high-end showroom environment. Competent in the use of computer systems.  
**How to Apply:** CV to [mark@mcelligotts.ie](mailto:mark@mcelligotts.ie) or McElligotts, Tralee Road, Castleisland, Co. Kerry  
**Closing date:** 12.00 noon on Friday the 19<sup>th</sup> October 2018

## COUNTER ASSISTANT – PART TIME

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**Employer:** North Kerry Take-Away.  
**How to Apply:** Please forward CV's to Box No. 4160, Kerry's Eye Newspaper, Ash Street, Tralee

## SHOP ASSISTANT

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**Location:** Castleisland, Co. Kerry  
**Requirements:** Good computer skills necessary. 5 days a week 9am – 6pm.  
**How to Apply:** Apply to Box No. 2271, Kerry's Eye Newspaper, 22 Ashe Street, Tralee, Co. Kerry

## SALES EXECUTIVE

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**Employer:** Manor West Hotel  
**Location:** Tralee, Co. Kerry  
**Requirements:** Minimum of 2 years' experience in a similar role within the hospitality industry is essential for this role, previous knowledge of Hotsoft & Siteminder would be required. Qualification in social media/digital marketing would be advantageous  
**How to Apply:** Full job description is available for this role. Apply with cover letter explaining your suitability for the role with CV to : Ruth O'Sullivan, Group General Manager – [rosullivan@manorwesthotel.ie](mailto:rosullivan@manorwesthotel.ie)

## ORDER ENTRY AND TELESales OPERATIVE

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**Employer:** Irish Health Foods Operative  
**Location:** Unit 12, Ballyvourney Industrial Est, Ballyvourney , Co. Cork.  
**Requirements:** Excellent communication skills both written and oral. Proficient in Microsoft Office. Good attention to detail and organisational skills required.  
**How to Apply:** Forward CV with references to [jobs@iihealthfoods.com](mailto:jobs@iihealthfoods.com)

## COUNTER ASSISTANT – FULL TIME

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**Employer:** Supermac's  
**Details:** This position is full time, working 5 days, Monday – Sunday. Fluent English is essential  
**How to Apply:** CV to Eileen McCarthy [supermacskillarney@yahoo.com](mailto:supermacskillarney@yahoo.com)

## HAIR & BEAUTY

### BEAUTY THERAPIST

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**Employer:** Killarney Toning & Beauty Studio  
**Location:** Fair Hill Car Park, Killarney, Co. Kerry  
**Requirements:** To cover maternity leave.  
**How to Apply:** Forward CV with copy of certificates and photo to [maryrod@eircom.net](mailto:maryrod@eircom.net)

Are Currently Recruiting for the  
**TÚS-Community Work Placement**  
Initiative Participants

- ✓ Are you Unemployed for 12 months or longer and interested in working in Local Community Projects?
- ✓ Tús provides work opportunities for all unemployed people in South Kerry.
- ✓ If you are less than 25 years of age there will be a major financial incentive for participating.
- ✓ Class A social insurance paid.
- ✓ 12 month contract.

**Come in and talk to us in:**

- **Library Place, Killorglin; Tel: 087 414 6379: Paudie O'Shea, Tus Supervisor**
- **21 Henry Street, (First floor), Kenmare: Tel: 064 664 1930: John McCrohan, Tus Supervisor**
- **West Main Street, Cahersiveen; Tel: 066 947 2724: Joseph McCrohan Tus Manager**
- **37A High Street, 2nd Floor, Killarney: Tel: 064 663 6572: Lisa Murphy & Gerard Moynihan Tus Supervisor**



**Services from the Kerry South Jobs Club**

**'There is no charge for this service'**



**Do you need help with your CV?**

**Do you need help writing a cover letter?**

**Have you an interview coming up and need help preparing?**

**We can compile a professional CV & Cover Letter to suit your needs**  
**We can arrange to do a mock interview for you so you are well prepared**

**Please contact Mary or Paul for an appointment Tel: 064 663 7833**

## Community Employment Scheme Positions

### How to Apply

Please contact your Local Employment Service Offices (details below). Eligibility to participate on CE is generally linked to those who are **21 years old** or over for all areas. Applicants must also be in receipt of an Irish social welfare payment for 1 year or more.

Job Title	Location	No. of positions	Closing Date	Job Ref. No.
CHILDCARE ASSISTANT	Kilgarvan	2	02/11/2018	2089257
CHILDCARE ASSISTANT	Listowel	4	02/11/2018	2089260
CHILDCARE ASSISTANT	Listry	2	02/11/2018	2089259
CHILDCARE ASSISTANT	Valentia	1	02/11/2018	2089261
CHILDCARE ASSISTANT	Ardfert	2	09/11/2018	2089264
CHILDCARE ASSISTANT	Ballybunion	1	09/11/2018	2089265
CHILDCARE ASSISTANT	Ballyheigue	1	02/11/2018	2089266
CHILDCARE ASSISTANT	Cumann Iosaef	2	09/11/2018	2089267
CHILDCARE ASSISTANT	Waterville	3	09/11/2018	2089268
CHILDCARE ASSISTANT	Killorglin Family C	2	16/11/2018	2085488
CHILDCARE ASSISTANT	Milltown	1	16/11/2018	2089269
CHILDCARE ASSISTANT	Scartaglen	1	16/11/2018	2085485
CHILDCARE ASSISTANT	Shanakill	4	16/11/2018	2085476
CHILDCARE ASSISTANT	St Brigid's	3	16/11/2018	2085483
CHILDCARE ASSISTANT	Glenbeigh	1	16/11/2018	2085489
Cook	Listowel	1	21/11/2018	2081028